

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

|   |                 |                              |                  |                             |     |
|---|-----------------|------------------------------|------------------|-----------------------------|-----|
| CLASSIFICATION  |                 | DWR POSITION NUMBER          |                  | SAP POSITION NUMBER         | MCR |
| APPOINTEE   |                 | SAP PERSONNEL NO.            | DIVISION/SECTION |                             |     |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: _____ Supervisory Related BU: _____ Confidential Related BU: _____ Rank and File BU: _____ |                 |                              |                  |                             |     |
| RESPONSIBILITIES EXERCISED  |                 | IMMEDIATE SUPERVISOR (Print) |                  | SUPERVISOR'S CLASSIFICATION |     |
| Supervisory      Lead Person  |                 |                              |                  |                             |     |
| APPROVED BY (Personnel Analyst's Name)  |                 |                              |                  | DATE                        |     |
| <i>Percent of Time</i>  | <i>Activity</i> |                              |                  |                             |     |
|   |                 |                              |                  |                             |     |
| SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>   |                 |                              |                  |                             |     |
| SUPERVISOR'S NAME (Print)   |                 | SUPERVISOR'S SIGNATURE       |                  | DATE                        |     |
|   |                 | ➤                            |                  |                             |     |
| EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>           |                 |                              |                  |                             |     |
| EMPLOYEE'S NAME (Print)   |                 | EMPLOYEE'S SIGNATURE         |                  | DATE                        |     |
|   |                 | ➤                            |                  |                             |     |

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

|                        |                 |                     |  |                     |  |     |
|------------------------|-----------------|---------------------|--|---------------------|--|-----|
| CLASSIFICATION         |                 | DWR POSITION NUMBER |  | SAP POSITION NUMBER |  | MCR |
| APPOINTEE              |                 | SAP PERSONNEL NO.   |  | DIVISION/SECTION    |  |     |
| <i>Percent of Time</i> | <i>Activity</i> |                     |  |                     |  |     |
|                        |                 |                     |  |                     |  |     |

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

|                        |                 |                     |                  |                     |     |
|------------------------|-----------------|---------------------|------------------|---------------------|-----|
| CLASSIFICATION         |                 | DWR POSITION NUMBER |                  | SAP POSITION NUMBER | MCR |
| APPOINTEE              |                 | SAP PERSONNEL NO.   | DIVISION/SECTION |                     |     |
| <i>Percent of Time</i> | <i>Activity</i> |                     |                  |                     |     |
|                        |                 |                     |                  |                     |     |